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| ORDER FOR SUPPLIES AND SERVICES | | | | REQUISITION/REFERENCE NUMBER 000001QF | | PAGE OF PAGES 1 4 | |
| 1. DATE OF ORDER 10/18/2022 10:49:34 AM EDT | | 2. ORDER NUMBER 47QFPA23F0002 | | 3. CONTRACT NUMBER GS00Q14OADS610 | | 4. PDN NUMBER | |

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| 6. TO: CONTRACTOR (Name, address and zip code) MODERN TECHNOLOGY SOLUTIONS, INC. 5285 SHAWNEE RD STE 400 ALEXANDRIA, Virginia 22312-2328 United States (b)(6) | 7. TYPE OF ORDER A. <input type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated. B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract. C. <input checked="" type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract. |
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| 8A. Data Universal Numbering System (DUNS) Number (b)(4) | 8B. Taxpayer Identification Number (TIN) (b)(4) | D. MODIFICATION NUMBER P00000 | AUTHORITY FOR ISSUING P00000 |
| 9A. BUSINESS CLASSIFICATION Contracts and Grants | | Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged. 9B. START DATE: 10/17/2022 9C. COMPLETION DATE: 12/16/2022 | |

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| 10. ISSUING OFFICE (Address, Zip Code, and Telephone Number) 50 United Nations Plaza, 2nd Floor San Francisco, California 94102 United States Michael Banks 520-369-0122 michael.banks@gsa.gov | 11. REMITTANCE ADDRESS (MANDATORY) MODERN TECHNOLOGY SOLUTIONS, INC. 5285 SHAWNEE RD STE 400 ALEXANDRIA, Virginia 22312-2328 United States | 12. SHIP TO (Consignee Address, Zip Code and Telephone Number) Space Systems Command (SSC) michael monte 195 Challenger Way (Bldg 242) El Segundo, California 90245 United States 310-653-1464 |
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| 13. PLACE OF INSPECTION AND ACCEPTANCE michael monte 2420 Vela Way, Suite 1467 SMC/AXRC El Segundo, California 90245 United States 310-653-1464 | 14. REQUISITION OFFICE (Name, Symbol and Telephone Number) GSA FAS AAS Region 09 50 United Nations Plaza, 2nd Floor San Francisco, California 94102 United States Nate Mobasserri (310) 882-1088 nate.mobasserri@gsa.gov |
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| | See Continuation Page | | | | |

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| 20. RECEIVING OFFICE (Name, Symbol and Telephone Number) Space and Missile Systems Center Directorate of Systems Acquisition (310) 363-1528 | TOTAL FROM 300-A(s) | |
| 21. MAIL INVOICE TO: (Electronic Invoice Preferred) General Services Administration (FUND) The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate award, and creating the invoice for that award. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission). | 22. GROSS SHIP WEIGHT | |
| | 23. SHIPPING POINT See Block 6 | |
| 24A. FOR INQUIRIES REGARDING PAYMENT CONTACT: KC Finance Accounts Payable | 24B. TELEPHONE NUMBER 1-800-676-3690 | |
| 25A. NAME AND TITLE OF OFFEROR/CONTRACTOR Netsy Afework | 26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Michael Banks | |
| 25B. SIGNATURE Netsy Afework | 25C. DATE SIGNED 10/18/2022 10:43:08 AM EDT | 26B. SIGNATURE Michael Banks |
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Performance Work Statement (PWS)

Systems Engineering Support Services (SESS)

In Support of:

**United States Space Force (USSF)
Space Systems Command (SSC)
Mobile User Objective System (MUOS)**

**GSA FAS AAS R9 Project Number 47QFPA21K0052
Task Order: 47QFPA23F0002**

**General Services Administration (GSA)
Federal Acquisition Services (FAS)**

Assisted Acquisition Services (AAS) Region 9

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1.0 INTRODUCTION

This Performance Work Statement (PWS) lists the compliance, requirements and scope that the organizations within Space Systems Command (SSC) /USSF require for Mobile User Objective System (MUOS) Systems Engineering and Logistics Support / Narrowband Satellite Communications (NBSC) execution to be fulfilled by the A&AS Contractor.

1.1 Vision Statement

The United States Space Force (USSF) has an organizational-wide approach to mission accomplishment by selecting responsive, performance focused, responsible suppliers with fair and reasonable pricing that will satisfy the stated requirements in time. The USSF goal is to meet requirements, deliver warfighter capabilities, reduce costs, and reduce administrative burdens in response to evolving USSF requirements.

SSC, as part of USSF, is responsible for the effective planning, acquisition, management, administration and sustainment in execution of resources for all programs within its portfolio. The Command acquires systems with capabilities to exploit space and provide Combatant Commanders the capabilities they need to guarantee space superiority for our nation.

1.2 Scope

This Task Order (TO) provides a broad range of Mobile User Objective System (MUOS) / Narrowband Satellite Communications (NBSC) Systems Engineering and Logistics Support capabilities for this Office of Secretary of Defense (OSD) interest program, to execute effective and responsive integrated engineering and logistics of space-related research, development, test, production, launch and sustainment activities. The support will span various Corps within SSC and executed in multiple geographical locations.

In execution of the requirements within this PWS, outputs may take the form of, but not limited to, information, advice, opinions, alternatives, analyses, evaluations, processes to eliminate waste, standardizing best practices, reducing cycle times/cost of doing business, and recommendations to complement the Government's organic resources in accomplishing its mission. The nature of this work will, at times, require the Contractor to respond quickly to stringent deadlines.

1.3 Period of Performance

This task order is for a two (2)-month base period, with four (4) one-year option periods, a fifth option period lasting ten (10) months, at the Government's discretion, for a total period of performance of five (5) years or sixty (60) months. Contract options will be exercised if determined to be in the best interest of the Government.

The Government is also including the Federal Acquisition Regulation (FAR) clause 52.217-8, "Option to Extend Services", which may be exercised multiple times to extend services up to six (6) months total.]

1.4 Authority of Government Personnel

1.4.1 Contract Administration

The contract will be administered by the General Services Administration (GSA) – Federal Acquisition Services. Only the GSA CO may make changes to this contract. The CO is the sole interpreter of contract terms and conditions. All contractual agreements, commitments or modifications which involve price, quantity, quality or delivery schedules shall be made by the CO.

1.4.2 Contracting Officer Representative (COR)

The CO will appoint a COR in writing for this requirement. The COR will receive for the Government all work called for and will represent the CO in the technical phases of the work. The COR is required to review deliverables and sign the GSA Form 3025 (Receiving Report) for the Government before the A&AS contractor can submit invoices. The COR will provide no supervisory or instructional assistance to A&AS contractor personnel. The COR provides technical review of deliverables, invoice services and facilitating payment. The name and contact information will be provided at the kickoff meeting. The CO will provide the COR contract information in writing after award of the contract.

1.4.3 GSA Project Manager

The GSA Assisted Acquisition Services Project Manager will be identified in the kick-off meeting.

1.5 Contractor Execution Management

1.5.1 Task Lead

The A&AS contractor shall identify a Task Lead, by name, who shall provide necessary TO management, direction, administration, quality assurance, and leadership. After the action is awarded, the team lead shall schedule and coordinate a Project Kick-off Meeting at a location approved by the Government. The name of the Task Lead and an alternative(s) shall act for the A&AS contractor when the manager is absent, shall be designed in writing to the CO and the COR. The A&AS contractor shall notify the CO of impending personnel changes and verify with the CO that the change meets the threshold promised to the Government in their original proposal. The task lead shall be able to effectively communicate with the A&AS contractor employees.

1.5.2 Quality Control

The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the period of performance for this TO. The Government will perform inspections and tests in a manner that will not unduly delay the work. The Government will evaluate the A&AS contractor's performance under this TO in accordance with the Quality Assurance Surveillance Plan (QASP). Any action taken by the CO as a result of inspections will be according to the terms of the TO.

1.5.3 Transition: Phase in/Phase out

The A&AS contractor shall participate in organization, system, processes and information knowledge transfer from the Government team to include overlap with the existing Contractors, as applicable. The A&AS contractor shall facilitate organization, system, process and information knowledge transfer to any new A&AS Contractors and/or government entities performing all or portions of this TO during phase out/close out of this contract.

1.5.4 Compliance Requirements

The A&AS contractor shall comply and refer to the applicable SSC/USSF guidance and policy documents when performing PWS tasks. The A&AS contractor shall use the referenced documents to determine how to accomplish the tasks. A&AS services are designed to facilitate government management and oversight of NBSC program activities, and they also require the A&AS contractor to adapt to changing direction, guidance, standards, policies and practices while performing the tasks within this PWS. The A&AS contractor shall perform tasks in this PWS using the most current approved version of the applicable compliance documents to ensure that the Government and A&AS contractor remain synchronized. The A&AS contractor shall comply with all security requirements as described in the DD-254.

The A&AS contractor shall comply with all applicable Federal, State and local statutory laws while performing the tasks to fulfill the requirements of this PWS. The A&AS contractor shall comply with

all USSF and SSC regulations, policies, instructions, handbooks, and local policies/instructions (as applicable and enforced during the performance of the respective tasks) in execution of the tasks to fulfill the requirements of this PWS.

1.5.5 Tools, Processes and Procedures

The A&AS contractor shall support the development, procurement, data collection, usage, modification/enhancement, implementation, integration, testing, documentation, verification, validation, protection and maintenance of tools, processes, guidelines, methodologies, models, simulations, databases, websites, reports and applications to support the execution of the NBSC activities.

1.5.6 Government approved software tools

The A&AS contractor shall only use the Government approved software tools and standard COTS software compatible with versions used by the Government (i.e. MS Office applications, MS Project, MS IE, Adobe applications). Other software tools may be used only upon authorization by the Contracting Officer's Representative (COR), or the Procuring Contracting Officer (CO). All government approved software tools will either be provided or procured at the A&AS contractor's cost.

1.5.7 Meetings and Reports/Documentation

The A&AS contractor shall host and/or participate in meetings, such as Integrated Product Team (IPT) meetings, Technical Interchange Meetings (TIMs), working group meetings, staff meetings, etc. with Government and A&AS contractor organizations as directed by the Government Lead. The A&AS contractor may be asked to attend meetings, virtually or in person, and provide support for time sensitive and/or classified actions. Routine meetings include but are not limited to, staff, tag-ups, status reviews, task management, and special topic meetings to include international partners.

The A&AS contractor shall prepare presentation materials, special reports, and/or papers as requested and provide the Government with copies of all materials presented at the meetings. This information shall be delivered to the Government as Reports, Presentation Materials or Conference Minutes or other format as required by the Government. The Government requires unlimited data right for all documentation delivered or otherwise provided to the Government during the performance of this task order. As such the Government is the sole owner of all technical reports, conference/meeting minutes, training and presentation materials (to include digital, hardcopies, and multimedia), tools, publications and data produced on this contract. Once submitted, this information is considered government-owned, and subject to government dissemination decision. All materials shall include appropriate classification markings, page numbers and distribution statements.

1.5.8 Kick-off Meeting

The A&AS contractor's task lead shall schedule and coordinate a Project Kick-off meeting within 10 business days after contract award at a location (or virtual) as approved by the Government. The meeting shall provide an introduction between the A&AS contractor personnel and Government personnel who shall be involved with the requirements. The kickoff meeting shall provide the opportunity to discuss technical, management, and security issues, travel authorization and reporting procedures. At a minimum, the attendees shall include key A&AS contractor personnel, representatives from other A&AS contractors involved in execution of the TO, key government personnel, and the Contracting Officer's Representative (COR). The A&AS contractor shall provide a contract management organization chart, with names (as appropriate), products and activity descriptions.

1.5.9 Contractor Reports and Recommendations

When presenting recommendations to the Government in performance of this PWS, the A&AS contractor shall provide options, and related pros and cons (when requested), to maximize the Government's ability to make considered and deliberate decisions consistent with the Government's

responsibility to perform inherently Governmental functions in the public interest. The A&AS contractor, when required by the Government, shall develop and provide feedback using an approved Comment Resolution Matrix (CRM) format, or other Government recommended formats and provide to the Government representative for review, approval and action.

1.5.10 Reporting Discrepancies, Findings and Recommendations

The A&AS contractor shall identify discrepancies and report them to the Government. The A&AS contractor shall document all finds and/or recommendations arising from the execution of this TO, and upon Government approval of any recommendation, monitor them for proper implementation and/or resolution as directed.

1.5.11 Conflict of Interest

The A&AS contractor shall not perform, or if started, shall immediately stop work where potential organizational and/or personal Conflict of Interest (CoI) exists and provide written notification to the Government CO regarding any such situation. Organizational Conflict of Interest (COI) for this PWS includes support to a program office, A&AS contractors and their A&AS subcontractors in any contract arrangement whether or not they relate to a TO being supported. Personal COI for this PWS includes assigned personnel or their household family members. The A&AS contractor is responsible for obtaining CoI information then preventing all applicable corporate, supplier, and sub tier vendors with CoI issues from engaging in TO work without the prior written agreement of the Government Contracting Office.

1.6 Surge Support

In the event there are unanticipated increased demands for support services, the Government reserves the right to exercise "surge" option CLINs for additional hours and additional personnel. Optional surge capability support will be invoked at the Government's discretion through a written task order modification issued by the GSA Contracting Officer. Prior to awarding the modification, the Contracting Officer will provide the Contractor with a written request for surge capability specifying the unforeseen, ad hoc or unplanned increases in workload support required, the nature of work to be performed, deliverables, and required timeframes.

The Contractor shall respond to this request in writing within five (5) business days with a quote showing the proposed staffing plan and notional schedule to meet the government's requirements.

A. If the Government requires additional urgent support services, the Contractor shall provide additional hours and/or personnel within five (5) business days of request by the Government, across any or all functional areas, for an amount of time to be determined by the Government. If the Government requirement is not identified as urgent, the normal response time is ten (10) business days from request. The Contractor shall be prepared at all times during the performance of this contract to respond to such unanticipated surges in demand for support services, making available qualified personnel in accordance with this PWS. The Contractor shall also be required to support additional program offices, if assigned, due to ongoing reorganization within the SSC.

B. If the Government requires additional surge support services, the Contractor shall provide additional personnel at the request of the Government, across any or all functional areas, for the number of hours to be determined by the Government. The Contractor shall be required to support additional program offices, as assigned, due to ongoing reorganization within Space Systems Command.

2.0 GENERAL REQUIREMENTS

The following terms and definitions are applicable to this PWS.

2.1 Non-Personal Services

The Government will neither supervise A&AS contractor employees nor control the method of which the A&AS contractor performs the required tasks. Under no circumstances shall the Government assign tasks to or prepare work schedules for individual A&AS contractor employees. The A&AS contractor shall manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the A&AS contractor believes that any actions constitute or are perceived to constitute personal services, the A&AS contractor shall notify the CO immediately.

2.2 Inherently Governmental Functions

The A&AS contractor shall immediately stop work and provide written notification to the Government CO regarding situations where they believe, or have reason to believe, they have been tasked to perform an inherently governmental function as defined by FAR Subpart 7.5. The A&AS contractor shall not perform any task of a policy, decision making or management nature (i.e. inherently governmental functions). All decisions that impact program cost, schedule, or performance which is supported by the A&AS contractor shall be the sole responsibility of the Government. The A&AS contractor shall not make judgements, discretionary decisions, nor perform any other activities related to supervision of government personnel.

2.3 Data Rights

The Government will have unlimited data rights on all the products and deliverables developed while working on the tasks of this PWS. The examples of products or deliverables include but are not limited to: advice, analyses, evaluations, information, models, recommendations, reports, services, studies, training and any product or information that will be developed with Governmental funding. The A&AS contractor shall use compatible government systems, software, methods, and processes authorized by the Government to fulfill the requirements in this PWS.

Use of any unauthorized means, processes or methods including but not limited to the use of any proprietary systems, software, methods and processes are not permitted unless the Government has authorized such use in writing with a descriptive understanding of impacts to data rights. No documents will be marked "Proprietary" by the A&AS contractor. The A&AS contractor shall not use any system, software or other means that are proprietary and not authorized by the Government on tasks performed. Any system that is not approved by the Government in writing shall not be used until after obtaining written approval from the CO.

2.4 Utilization of Hardware and Software

The A&AS contractor shall provide and maintain the required skills, hardware, and software to perform the tasks outlined in Section 3.0 of this PWS with the necessary software tools. In any instances where the Government is unable to provide computers and software, the A&AS contractor shall ensure compliance with hardware and software security controls and processes (eg. Software patching).

The contractor shall use SSC approved knowledge management tools in accordance with Department of Defense, Air Force, Air Force Space Command, and command information technology instructions, regulations, policies, and procedures, including AFI 33-129, *Web Management and Internet Use*. Most requirements of this PWS will be met at or below the SECRET level; however, some of the tasks require access to SECRET, TOP SECRET and Sensitive Compartmented Information (SCI) at Government and other designated contractor facilities.

The A&AS contractor shall also be required to attend classified meetings at the SECRET, TOP SECRET and SCI level. The A&AS contractor shall be required to access SIPRNet and Joint Worldwide Intelligence Communications System (JWICS) at Government locations where work is

being performed.

2.5 Planning/Executing

The A&AS contractor shall execute the tasks in this PWS through the organizational structure of the narrowband satellite communication activities, in accordance with SSC/USSF processes, guidance, directives and charts when performing PWS tasks involved with assessing program compliance.

2.6 A&AS Contractor Role in Government

The A&AS contractor shall operate cooperatively in an environment where responsibility for successful completion of activities described in this PWS are shared between the Government, Federally Funded Research and Development Center (FFRDC), and program management and acquisition NBSC contractors and other A&AS contractors. The A&AS contractor shall not give or receive technical directions to any of these groups.

The A&AS contractor is solely responsible for the actions and management of their employees, team members, consultants and A&AS subcontractors, and the execution and integration of all work performed for this TO.

2.7 Continuous Improvement Recommendations

The A&AS contractor shall submit, as appropriate, recommendations for streamlining and improving the standards, plans and processes used to execute the tasks within this PWS.

2.8 Priority of Tasks

The Government may prioritize tasks and requirements, including schedule requirements, and the A&AS contractor shall accept the priority. The A&AS contractor shall promptly report to the Government discrepancies in task sequencing and opportunities to improve product and process efficiencies. Only the Government Lead may provide tasking prioritization for the contractor.

3.0 PERFORMANCE REQUIREMENTS

The A&AS contractor shall provide engineering and logistics support to multiple teams across the SSC/USSF organization engaged in MUOS and NBSC activities. The A&AS contractor shall provide support that spans the entire lifecycle of MUOS and NBSC programs encompassing the initial planning phase (e.g., Analysis of Alternative) through development, test and launch to sustainment.

A&AS contractor shall provide services for the ACAT 1C MUOS NBSC program, MUOS Service Life Extension (SLE) involving the procurement of additional satellites, the MUOS ground system and the follow-on to the MUOS NBSC program. The A&AS contractor shall provide engineering and acquisition logistics services for NBSC systems to include systems of systems support.

3.1 Space Systems Architect

Space Systems Architect serves as the cross SSC focal point for external strategic engagements. Space Systems Architect investigates alternative concepts, taking into consideration potential international partnerships. Space Systems Architect coordinates fiscal programming across the SSC organization.

3.1.1 Analysis of Alternatives

The A&AS contractor shall prepare and maintain technical data, reports, prepare documentation and briefings. The A&AS contractor shall provide support for the Analysis of Alternatives (AoA) for future NBSC beyond the projected MUOS End of Life (EOL). The A&AS contractor shall prepare, coordinate, and assemble technical data; deliver technical reports, preparation of technical briefing materials and technical reports.

3.1.2 Science and Technology (S&T)

The A&AS contractor shall support S&T efforts associated with the NBSC program. S&T efforts include but are not limited to Small Business Innovative Research (SBIRs), Joint Capability Technology Demonstrations (JCTDs) and other technology which may be applicable to NBSC technical solutions. The A&AS contractor shall support the management of design, development, demonstration and testing of promising S&T projects. The A&AS contractor shall coordinate and incorporate other government acquisition and operational organizations requirements into S&T development and demonstration efforts.

3.1.3 International Partnership

The A&AS contractor shall support international engagements for the NBSC programs. International engagements may include Direct Commercial Sales (DCS), Foreign Military Sales (FMS) and Cooperative Development. The A&AS contractor shall prepare briefs and documentation to determine the engineering and logistics impacts based on interest from various potential international partners.

3.2 MUOS Development and Acquisition Activities

The A&AS contractor shall support satellite production programs of record. The A&AS contractor shall provide acquisition management and program office support services for the ACAT 1C MUOS, MUOS SLE, Ground Modernization efforts and the NBSC follow-on programs being executed in NAVWAR, Old Town San Diego, CA.

3.2.1 Engineering Management

The A&AS contractor shall provide NBSC systems Subject Matter Experts (SMEs) to participate in meetings such as: Risk Management Boards (RMB), conferences, design reviews, Working Groups (WGs), Program Management Reviews (PMRs) and Independent Review Boards (IRBs). The A&AS contractor shall attend additional internal and external meetings as directed by the Government.

The A&AS contractor shall provide systems engineering, technical support in support of development, production and test of space and ground system initiatives that involve interfacing across programs internal and external to SSC. The A&AS contractor shall work closely with industry partners, NBSC Prime Mission Contractors, service providers, Aerospace, other DoD and USSF organizations and their support teams.

The A&AS contractor shall update and maintain all program performance specifications, risk management plans and processes, schedules and related configuration management tasks needed to support systems engineering changes. The A&AS contractor shall also coordinate Configuration Control Boards (CCBs) and adhere to configuration management best practices.

The A&AS contractor shall provide End-To-End (E2E) system-of-systems component (e.g. teleport, terminals) assessments and recommendations to resolve program issues and risks that impact warfighter use of NBSC capabilities. The A&AS contractor shall use the SATCOM governance structure for resolution of issues and risks, where required. The A&AS contractor shall develop, plan, and execute MUOS and future NBSC systems user familiarization, outreach and demonstrations of E2E system capabilities.

3.2.2 Technical Acquisition

The A&AS contractor shall provide analysis, evaluation and recommendations of software, hardware, systems architectures, data components as well as interfaces for current and future NBSC programs and solutions across the SSC/USSF organization. The A&AS contractor shall assist in development of milestones, cost estimates, reporting, forecasts, development and monitoring of integrated master schedules, risk assessments and other performance metrics.

The A&AS contractor shall provide input and analysis in support of the DoD acquisition process. The A&AS contractor shall ensure adherence to policy and guidance, technical approach and technical requirements. The A&AS contractor shall participate in transition support planning as the efforts migrate to different areas of the SSC organization as the NBSC transfers through various life cycle phases.

The A&AS contractor shall review and prepare Government documents including but not limited to: Integration and Interoperability plans (IMP), System Engineering Management Plans (SEMP), Test and Evaluation Master Plan (TEMP) and Risk Management Plan (RMP).

The A&AS contractor shall provide expertise related to system test including the ability of systems designs to support testability requirements; perform independent verification and validation, formulation of test documentation such as test plans, and ensure that the system successfully obtains and maintains required T&E certifications in accordance with program plans and schedules. The A&AS contractor shall observe demonstrations, exercises, operational events, and other tests and provide technical reports with observations and recommendations. The A&AS contractor shall incorporate anomalous data into trouble ticketing systems or other reports.

The A&AS contractor shall provide recommendations on the selection of models, tools, and simulators needed for program requirements verification, validation and accreditation (VV&A) or other purposes related to the program office mission. The A&AS contractor shall provide expertise to develop models, tools, and/or simulators that are not otherwise available. The A&AS contractor shall update and maintain the MUOS Performance Model (MPM). The A&AS contractor shall develop documentation required to accredit, operate, and maintain all models, tools, and simulators.

The A&AS contractor shall support spectrum related efforts coordinating with the Air Force Spectrum Management Office (AFSMO) or other designated USSF organizations. In the National arena, the A&AS contractor shall manage Frequency Allocation Applications (DD Form 1494) in all stages. The A&AS contractor shall also support management of International Telecommunication Union (ITU) filings for NBSC satellite systems.

The A&AS contractor shall provide engineering and logistics support for the monitoring and execution of NBSC Prime Mission Contractors (PMC) as well as other contractors who perform NBSC technology trade studies. The A&AS contractor shall advise and provide inputs to the Government on areas such as PWS development, CLIN structure, evaluation criteria and execution of source selection. The A&AS contractor shall interpret and provide expert advice on contracting policy, regulation and statute when requested. The A&AS contractor shall support contract strategies, planning, coordinating, developing, analyzing, and issue resolution. The A&AS contractor shall develop, collect, analyze and prepare metrics data for the PMCs and other contractors planning and actions.

3.2.3 Space and Ground Systems

The A&AS contractor shall provide engineering analyses, trade studies, and feasibility assessments to evaluate designs, technologies, modeling and simulation and methodologies for areas such as: implementing network centric architectures, resiliency, production readiness, Space Situational Awareness (SSA) and other related to NBSC capabilities.

The A&AS contractor shall provide technical recommendations for increasing system resiliency in the presence of elevated electromagnetic interference (EMI). The A&AS contractor shall provide technical recommendations on resiliency from a satellite, ground system, waveform, and end user terminal perspective. The A&AS contractor shall perform interference analyses to determine electromagnetic

compatibility (EMC) with other foreign and domestic satellite and terrestrial systems.

The A&AS contractor shall provide subject matter experts to support launch vehicle ICD technical reviews/waivers and shall identify issues related to launch vehicle and spacecraft Integration and Testing (I&T).

The A&AS contractor shall support daily launch coordination meetings, technical discussion and adjustments to Interface Control Document (ICD) requirements, and launch processing.

The A&AS contractor shall provide technical expertise on third generation (and beyond) WCDMA telecommunications systems as adapted for space-based use and with military grade encryption. The A&AS contractor shall provide recommendations for performance improvements.

3.2.4 Spacecraft Systems and Interfaces

The A&AS contractor shall provide engineering support for existing and future spacecraft systems. The A&AS contractor shall provide technical expertise for spacecraft components (e.g. materials, mechanisms), subsystems (e.g. propulsion, Telemetry, Tracking & Control (TT&C)), Guidance Navigation & Control (GN&C)), flight software and specialty engineering (e.g. EMI, acoustic/vibration dynamics) and systems (e.g. whole satellites, constellations). The A&AS contractor shall provide orbital analysis support, including collision avoidance, visualization, station keeping, and relocation.

The A&AS contractor shall support satellite control systems, facilities, and their interfaces. The support includes ground system interfaces with satellite control facilities, Radio Access Facilities, Gateways, Teleports, the DISN, and other DoD/Navy/Air Force and commercial satellite control systems and facilities. The A&AS contractor shall maintain coordination with both Space and Ground IPTs.

The A&AS contractor shall participate in design reviews, integration and test readiness reviews, manufacturing and production readiness reviews and functional and physical configuration audits for space vehicles. For the design reviews, the A&AS contractor shall provide risk assessment for technical, schedule, and cost and recommend mitigations. The A&AS contractor shall review unit, subsystem and space vehicle designs, drawings and analyses for completeness and compliance and identify any risks to performance.

The A&AS contractor shall review the test plans and identify any deficiencies to the test requirements, and provide readiness assessments for test facilities, resources and procedures. The A&AS contractor shall provide technical oversight during unit, subsystem, and vehicle level testing and review the test reports for defects and non-compliance dispositions. The A&AS contractor shall review and assess risk associated with the manufacturing and inspection plans from the prime contractor and subcontractors. The A&AS contractor shall provide system-engineering support for the requirement verification process.

3.2.5 Ground System Facilities

The A&AS contractor shall provide system engineering and logistics acquisition support for facility and infrastructure maintenance and modifications. The modifications include feeder links, antennas, terminals, radio access facilities, switching facilities, terrestrial network connectivity, and other facilities/infrastructure. The A&AS contractor shall provide system engineering and logistics reports for facility management to include: site surveys, site preparation, and on-site support during vendor installation and site verification. The A&AS contractor shall participate in TIMs, IPTs, and other meetings and discussions relating to site engineering maintenance and sustainment planning support, deliverable reviews, and risk assessments.

The A&AS contractor shall provide support for installation activities. Installation activities include development of Configuration Control Board (CCB) packages, and other documentation needed to support hardware and software installation. The A&AS contractor shall also submit any changes and track the documentation/package through to the final approval to support the installations. The A&AS contractor shall manage ground segment installation and maintenance schedules in coordination with personnel with sufficient detail to track progress and deconflict tasks. The A&AS shall identify opportunities for efficiencies in performing installation and maintenance to minimize downtime.

3.2.6 Ground System Networks

The A&AS contractor shall provide system engineering and logistics acquisition support for the modernization of the MUOS ground system which includes design, development, and test and sustainment planning of the ground system hardware and software. The ground system includes but is not limited to: satellite telemetry tracking and control, WCDMA bearer traffic control, switching, and routing; network devices; cyber security; Geolocation of interferers; communication network planning, terminal provisioning, fault management, and monitoring of communication services; and interfaces to external systems.

The A&AS contractor shall review vendor/supplier deliverables for technical accuracy, and review the overall ability of the ground network design and/or design changes to provide suitable and effective performance metrics, pinpoint failed components, accurately display system health and status, and accurately predict system behavior in various loading scenarios.

The A&AS contractor shall identify risks and improvements for next generation ground systems components. The A&AS contractor shall evaluate the USSF Enterprise Ground System (EGS) and CCS-C for potential opportunities and risks for performance, cost or schedule efficiencies with current and future NBSC ground systems.

The A&AS contractor shall review current methods employed to monitor system utilization and optimization and provide recommendations for enhancements. The A&AS contractor shall provide technical trade studies on aspects of future generation standards for incorporation into existing infrastructure, including advantages, disadvantages, risks, cost, and schedule.

3.2.7 Waveform

The A&AS contractor shall provide waveform (WF) software support for the current WF as well as NBSC enhancements. The A&AS contractor shall provide the following related to the WF: problem change request (PCR) and potential resolution tracking; participation in User Entry (UE) software Configuration Control Boards (CCBs); development of software metrics; cyber security planning and mitigation; and support in developing and assessing emerging requirements. The A&AS contractor shall review proposals related to the WF development environment at the ground system mission contractor and provide Information Repository (IR) in-processing support. The A&AS contractor shall address emerging and future WF requirements for potential international partners, including security posture, cyber security, and exportability.

The A&AS contractor shall provide engineering support for Military Standard (MIL-STD) 188/187, the Interoperability Standard for MUOS terminals. The A&AS contractor shall manage and maintain conformance plans and processes; support conformance test case development and integration, testing and reporting; and associated software support. The A&AS contractor shall maintain the Common Air Interface (CAI) ICD.

The A&AS contractor shall provide WF Integration and Test (I&T) lab support including lab governance, Lab Access Requests, and MUOS Lab Scheduling Resource Board (MLSRB) support. The

contractor shall follow lab policies and procedures to gain access.

The A&AS contractor shall provide MUOS/NBSC terminal developer support including but not limited to: participation in industry TIMs, trouble ticket and PCR coordination, Net-Centric Enterprise Solutions for Interoperability (NESI) developer support site management, and terminal certification. The A&AS contractor shall provide recommendations to address WF/terminal integration issues.

The A&AS contractor shall provide technical expertise on third generation and beyond WCDMA telecommunications systems as adapted for space-based use and with military grade encryption. The Contractor shall review current methods employed to monitor system utilization and optimization and provide recommendations for enhancements. The Contractor shall provide technical trade studies on aspects of future generation standards for incorporation into existing infrastructure, including advantages, disadvantages, risks, cost, and schedule.

3.2.8 Cyber Security

The A&AS contractor shall participate in key management working groups, assist in ordering and tracking cryptographic keys, revise key management plans, and coordinate changes and enhancements to existing and future systems. This includes both developmental and operational keys. The A&AS contractor shall interface with cyber authorities such as NSA to support Key Management Infrastructures (KMI) and manage Assessment and Authorization (A&A) approvals.

The A&AS contractor shall provide Information System Security Engineering (ISSE) subject matter experts to obtain and maintain system authorizations. The cyber security authorizations include but are not limited to: Interim Authority to Test (IATT), Interim and full Authority to Operate (IATO/ATO), Interim and full Authority to Connect (IATC/ATC), Cross Domain Solution Authorization (CDSA) and Assessment and Authorizations (A&A) in both the developmental and operational environments.

In accordance with evolving threats, strategy, policy, and regulation, the A&AS contractor shall manage Cybersecurity/IA issues. Categories of support include: securely provision, operate and maintain, protect and defend, analyze/investigate, respond, recover, and oversee/govern the applicable networks and systems.

3.2.9 Acquisition Integrated Logistics Support (ILS)

The A&AS contractor shall provide acquisition logistics support in the preparation and analysis of system performance data collection and metrics reporting, development and maintenance of project schedules, action item tracking and resolution, and development and/or update of progress and special reports. The A&AS contractor shall recommend system readiness design and process improvement recommendations for improving system reliability and facilitating lower total ownership costs. The A&AS contractor shall support NBSC/MUOS training events as directed.

The A&AS contractor shall help predict and manage parts obsolescence and foster the development of required modernization and design changes in accordance with the NBSC/MUOS change process. The A&AS contractor shall determine and/or evaluate the ILS impacts associated with proposed and approved MUOS SLE and NBSC follow-on program configuration changes and oversee the implementation of ILS updates necessary to support the fielding of those changes.

The A&AS contractor shall provide engineering support of ILS elements. The A&AS contractor shall evaluate proposed changes to system baselines throughout development, testing, and fielding, assess ILS impacts, and ensure system supportability updates are applied in time to support changes to the functional configuration baseline.

The A&AS contractor shall update, validate, and distribute MUOS/NBSC logistics-related technical documentation such as the Level of Repair Analysis (LORA), Job Description Task Analysis (JDTA), Interactive Electronic Technical Manual (IETM) procedures, Computer Based Training modules and training support materials, and sparing strategy. The A&AS contractor shall develop and provide logistics inputs to other documents such as but not limited to Selected Acquisition Report (SAR), Security Classification Guides (SCG), and Acquisition Program Baseline (APB) and Acquisition Decision Memorandums (ADM).

The A&AS contractor shall develop, update and employ studies, plans, reports and analyses such as Performance Based Logistics (PBL) Business Case Analysis (BCA), performance agreements, Depot Source of Repair (DSOR) agreements, and Property Management and supply chain management strategies necessary to ensure system readiness while controlling cost.

3.2.10 International Agreements

The A&AS contractor shall provide engineering and logistics support of DCS, FMS and/or Cooperative Development current and future cases. The A&AS contractor shall support TIMs, develop and review documents and briefings related to potential international partners to understand the feasibility requests and assessment impacts to the current MUOS architecture and the future NBSC program.

3.3 MUOS Sustainment Activities

The A&AS contractor shall provide ground services and cyber security to include all ranges, networks, data centers, and ground-based space sensors, training, defensive cyber operations, and mission support. The A&AS contractor shall provide sustainment services for satellite on-orbit support, operational and depot maintenance, and sustainment of all NBSC systems.

3.3.1 Logistics/Sustainment

The A&AS contractor shall provide administrative/technical support services in providing overall NBSC logistics support. The A&AS contractor shall capture ILS related action items and track and manage them to resolution, support Command data call responses, and provide logistics support necessary to enable sustainment of the NBSC systems.

The A&AS contractor shall determine and/or evaluate the ILS impacts associated with proposed and approved MUOS configuration changes and oversee the implementation of ILS updates necessary to support the fielding of those changes. The A&AS contractor shall support correction of functional defects, cyber defects, and hardware and software obsolescence as well as support training events as necessary. The A&AS contractor shall oversee and manage all MUOS ILS SME assigned Information Technology Service Management (ITSM) classified and unclassified incidents to resolution/closure.

The A&AS contractor shall provide support for the monitoring and execution of NBSC Prime Mission Contractors (PMC) to include but not limited to: Boeing, Lockheed Martin and General Dynamics. The A&AS contractor shall advise and provide inputs to the Government on areas such as PWS/Task Order development, CLIN structure, evaluation criteria and execution of source selection. The A&AS contractor shall interpret and provide expert advice on contracting policy, regulation and statute when requested. The A&AS contractor shall support contract strategies, planning, coordinating, developing, analyzing, and issue resolution. The A&AS contractor shall develop, collect, analyze and prepare metrics data for the PMCs.

The A&AS contractor shall provide Sustaining Engineering that includes collection, evaluation, and measurement of all service use and maintenance data and development of system Reliability, Maintainability and Availability metrics reports. The A&AS contract shall provide analysis of safety hazards, failure causes, effects, and trends, measurement of mean logistics delay time (MLDT) and

mean time to repair (MTTR) and the consequential impact on system reliability and maintainability, and developing solutions to improve overall system readiness. The A&AS contractor shall participate in root cause analysis of in-service issues and recommend solutions, oversee and participate in parts obsolescence and resolution activities, and recommend system design changes to improve reliability and control cost.

The A&AS contractor shall update, validate, and distribute MUOS logistics-related technical documentation such as but not limited to: Level of Repair Analysis (LORA), Job Description Task Analysis (JDTA), spares planning and provisioning, training conduct/support materials. The A&AS contractor shall develop, update and employ studies, plans, reports and analyses such as Performance Based Logistics (PBL) Business Case Analysis (BCA), performance agreements, Depot Source of Repair (DSOR) agreements, and Property Management and supply chain management strategies necessary to ensure system readiness while controlling cost.

3.3.2 Space Sustainment

For Space Vehicles on-orbit, the A&AS contractor shall review each vehicle's State of Health Report. The A&AS contractor shall trend performance, investigate negative trends, and propose mitigating options. The A&AS contractor shall participate in on-orbit investigations by providing risk assessments and recommendations. The A&AS contractor shall also track and trend trouble tickets. The A&AS contractor shall assess flight software and command/telemetry database changes, and support the associated design reviews and validation testing prior to release for upload. The A&AS contractor shall track space vehicle configurations and update reliability and availability predictions. The A&AS contractor shall support review and release of operational support and sustainment products including On Orbit Handbooks, Operational Perform Files, and IETM procedures.

The A&AS contractor shall analyze system data logs, call records, performance data, call completion metrics, beam carrier loading, trending, and outage reports. The A&AS contractor shall help develop plans and improvements to call reliability and limit outages and congestion. The A&AS contractor shall provide engineering support for "big data" analytics to improve operational awareness and efficiency.

3.3.3 Ground Facility Sustainment

The A&AS contractor shall provide support for facility and infrastructure maintenance. The ground system includes feeder links, antennas, terminals, radio access facilities, switching facilities, terrestrial network connectivity, and other facilities/infrastructure. The A&AS contractor shall provide system engineering reports for facility management to include: site surveys, site preparation, and on-site support during vendor installation and site verification. The contractor shall participate in TIMs, IPTs, and other meetings and discussions relating to site engineering maintenance and sustainment support, deliverable reviews, and risk assessments.

The A&AS contractor shall provide support for installation activities. This includes development of Configuration Control Board (CCB) packages, and other documents needed to support hardware and software installation due to obsolescence and system failures/sparing requirements. The A&AS contractor shall submit changes and track the final approval to support these installations. The A&AS contractor shall manage ground segment installation and maintenance schedules with sufficient detail to track progress, deconflict tasks, and minimize downtime.

3.3.4 Ground System Sustainment

The A&AS contractor shall provide support for sustainment of MUOS ground system hardware and software. The A&AS contractor shall support correction of functional defects, cyber defects, and hardware and software obsolescence issues. The ground system includes: satellite telemetry tracking and

control, WCDMA bearer traffic control, switching, and routing; network devices (routers, switches, firewalls, intrusion detection systems); cyber security; Geolocation of interferers; communication network planning, terminal provisioning, fault management, and monitoring of communication services; and interfaces to external systems.

The A&AS contractor shall review vendor/supplier deliverables for technical accuracy, and review the overall ability of the ground network design and/or design changes to provide suitable and effective performance metrics, pinpoint failed components, accurately display system health and status, and accurately predict system behavior in various loading scenarios. The A&AS contractor shall identify risks and improvements for next generation systems.

The A&AS contractor shall analyze system data logs, call records, performance data, call completion metrics, beam carrier loading, trending, and outage reports. The A&AS contractor shall help develop plans and improvements to call reliability and limit outages and congestion. The A&AS contractor shall provide support for "big data" analytics to improve operational awareness and efficiency. The A&AS contractor shall provide sustainment engineering support including analysis of service usage; maintenance data; safety hazards; failure causes, effects, and trends; and effect on reliability and maintainability.

3.3.5 Cyber Security

The A&AS contractor shall participate in key management working groups, assist in ordering and tracking cryptographic keys, revise key management plans, and coordinate changes to existing systems to ensure cyber security compliance. The A&AS contractor shall interface with cyber authorities such as NSA to support Key Management Infrastructures (KMI) and manage Assessment and Authorization (A&A) approvals.

The A&AS contractor shall provide Information System Security Engineering (ISSE) subject matter experts to obtain and maintain system authorizations. The cyber security authorizations include but are not limited to: Interim Authority to Test (IATT), Interim and full Authority to Operate (IATO/ATO), Interim and full Authority to Connect (IATC/ATC), Cross Domain Solution Authorization (CDSA) and Assessment and Authorizations (A&A) in both the developmental and operational environments.

In accordance with evolving threats, strategy, policy, and regulation, the A&AS contractor shall manage Cybersecurity/IA issues. Categories of support include: securely provision, operate and maintain, protect and defend, analyze/investigate, respond, recover, and oversee/govern the applicable networks and systems.

3.3.6 International Agreements

The A&AS contractor shall provide engineering and logistics sustainment support of DCS, FMS and/or Cooperative Development current and future cases. The A&AS contractor shall support TIMs, develop and review documents and briefings related to potential international partners to support logistical elements identified in the case and assess feasibility requests and assessment impacts to the MUOS, MUOS SLE and future NBSC program sustainment activities.

4.0 MANAGEMENT OF PERSONNEL

4.1 Personnel

The A&AS contractor shall provide for all management and support of personnel. The A&AS contractor shall maintain a stable workforce while minimizing the impact of any turnover and/or disruptions to the Government and/or mission. The A&AS contractor shall ensure continuation of services during personnel absences due to sickness, leave and voluntary or involuntary termination from

employment such that there is no negative impact to the Government mission. Upon notification of a pending vacancy, the A&AS contractor shall provide written documentation to the COR and Government Lead within one (1) business day. In the case of a no-notice departure, the A&AS contractor shall immediately inform the COR and Government Lead. The written notification shall include the date the position will be vacant, anticipated replacement date and provided backfill to ensure task mission remains on schedule toward completion. Additionally the A&AS contractor shall fill the vacancy within 30 days. If the vacancy cannot be filled within the required 30 business days, the A&AS contractor must provide written notification to the CO. The A&AS contractor shall remove personnel at the CO's request. In addition to remedies for poor performance, the CO may request removal (permanent or temporary) of personnel for security, safety or health reasons, upon discovery of fraudulent credentials/qualifications, or when A&AS contractor personnel behave in an unprofessional manner that would be considered unacceptable by a reasonable person. The Government reserves the right to restrict employment, under this TO, of any A&AS contractor employee or prospective A&AS contractor employee who is identified as a potential threat to health, safety, security, general well-being, or the operational mission of the installation and its population.

4.2 Training

The A&AS contractor shall be responsible for the employment, training and guidance, actions and supervision of personnel assigned to perform tasks under this TO. The A&AS contractor shall employ fully qualified employees with the required knowledge and expertise as described in this PWS. If Government-unique training is identified to perform duties, the A&AS contractor must obtain CO approval prior to attending the training.

The contractor shall perform the following tasks in accomplishing the requirements of this Task Order. The contractor shall provide the necessary timely assistance to meet emergent requirements as required. The contractor shall participate in command-sponsored training, as assigned. Command sponsored training is defined as Team Building and organizational development such as LEAN Six Sigma, but does not include training that would incur additional Government cost.

Mandatory Training shall include:

DOD CYBER AWARENESS CHALLENGE: Contractors must complete initial training prior to accessing information systems, then annual refresher training each Fiscal Year. Audience: All contractor NMCI account holders and contractors accessing CAC-enabled government sites.

LEVEL ONE ANTITERRORISM TRAINING: Training must be completed annually. Audience: All onsite/partial-onsite contractor employees.

PHYSICAL SECURITY and ANNUAL SECURITY REFRESHER: Training must be completed annually. Audience: All onsite/partial-onsite contractor employees.

PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING: Contractors must complete initial training prior to accessing information systems, then annual refresher training each Fiscal Year. Audience: All contractor employees with access to PII.

RECORDS MANAGEMENT: Training must be completed annually. Audience: All contractor NMCI account holders.

ACTIVE SHOOTER TRAINING: Training must be completed annually. Audience: All onsite/partial onsite contractor employees. NOTE: The Government conducts annual Active Shooter Command Exercises, which may affect contractor employees who are onsite the day of the exercise.

SUICIDE PREVENTION TRAINING: Training must be completed annually. Audience: All full-time, onsite contractor employees.

4.3 Identification

The A&AS contractor employees shall clearly identify themselves as “Contractors” at all times. A&AS contractor personnel, team members, consultants and A&AS subcontractors must identify themselves indicating the name of their company during meetings, telephone conversations in electronic messages or correspondence related to this TO. A&AS contractor-occupied space on a Government installation such as offices, separate rooms, or cubicles must be clearly identified with A&AS contractor supplied signs, nameplates, or other identification, showing that these are work areas of A&AS contractor personnel.

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

(c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

4.4 Staff Qualifications

Each individual that supports this effort shall meet or exceed qualification for the entire period of performance. The A&AS contractor shall provide qualified individuals as identified in the PWS and the Staffing Matrix. The A&AS contractor shall verify an individuals’ qualifications in advance of making planned personnel changes and obtain the CO’s approval prior to assignment to this TO for key personnel positions identified in the staffing matrix. If the CO or COR questions the qualifications or competence of any persons performing under the contract, the burden of proof to sustain that the person(s) are qualified shall be upon the A&AS contractor.

4.5 Key Personnel

The A&AS contractor shall assign key personnel identified at time of proposal submission. No substitutions shall be made unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the A&AS contractor shall promptly notify the CO. All requests for approval of key personnel substitutions under this contract must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. The written notification must contain a complete resume for the proposed substitute or addition, and any other information requested by the CO. The CO or her/his authorized representative will evaluate such requests and promptly notify the A&AS contractor of approval or disapproval in writing. Key personnel positions under this TO are as follows:

Program Manager
Senior Engineer (Communication System Architect)
Senior Engineer (Network)
Senior Information Assurance (IA) Cyber Security Engineer

5.0 PLACE OF PERFORMANCE AND TRAVEL

Execution of activities will take place at Los Angeles AFB, San Diego, CA and Peterson, AFB. The majority of the work will take place at the NBSC program office in San Diego, CA.

5.1 Performance Locations

Performance locations are noted in the staffing matrix and in this PWS section unless otherwise directed by the CO or COR; the A&AS Contractor must have a facility within 10 miles of San Diego (Old Town), CA. The facility located near Old Town San Diego, CA must also include a conference room capable of holding at least 25 individuals. Work performed under this TO may also take place at Los Angeles AFB and Peterson AFB.

[The sentence previously here has been edited and moved to PWS Section 6.0, “Deliverables”.]

Telecommuting: Telecommuting is permitted, pursuant to FAR 7.108. All telework shall conform to all security protocols. The A&AS contractor shall have an established Telecommuting Program Plan that may be reviewed by the Government within 1 business day of the request. Telework shall meet all quality requirements and shall be at no additional cost to the Government.

5.2 Workweek

The normal workweek for Government employees at NAVWAR Old Town, San Diego, CA is 0800 – 1630 hours. An alternate workweek schedule is approved in accordance with the following requirements:

Contractor employees shall perform a basic work requirement of 80 hours during each two consecutive workweeks.

Authorized workdays are Monday through Friday.

Contractor employee performance is required during the established core hours, which are Monday through Thursday 0900 to 1500 and Friday 0900 to 1400.

Contractor employees shall be in work or approved leave status during core hours for at least nine workdays in each two consecutive workweeks.

Contractor employee performance on workdays shall not begin before 0600 or end after 1800.

The contractor may approve an alternative work schedule for each exempt employee. This means that employees may arrive and depart at flexible times each day, but are required to be in work or leave status during core hours for at least nine days during each two consecutive workweeks. The number of hours worked on a given workday or the number of hours worked each week may vary; however, an employee may not ordinarily work more than ten hours per workday and must complete 80 hours of work during each two consecutive workweeks. The contractor shall notify the COR of which employees are approved for an alternative work schedule via CDRL A001 (Monthly Status Report).

This alternate workweek schedule only applies to employees who are exempted from the Fair Labor Standards Act. Payment of overtime is not allowable under this task order for either exempt or non-exempt employees.

Pursuant to Federal law (5 U.S.C. 6103) the following public holidays are observed by the Government and are updated as needed by the Office of Personnel Management (OPM) here:
<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/> .

If any of the public holidays noted by OPM fall on a non-workday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

5.3 Travel

Routine travel may be required between San Diego, CA; Los Angeles, CA and Colorado Springs, CO. Travel may also be required to the PMC facilities and NBSC operating locations CONUS and OCONUS. The estimated duration of the trips is between three and five days each, to be supported by one to two travelers for each trip.

Travel to other government facilities or other contractor facilities may be required to perform the services required by this PWS. All travel requirements shall be pre-approved by the CO, COR or Government Lead and is on a strictly cost reimbursable basis. Anticipated travel requirements for the upcoming month(s) shall be submitted with the monthly report. Emergency travel requests shall be limited to the maximum extent possible. The request for all routine travel shall be made via email to the COR no later than five working days in advance of travel date for final approval. For emergent travel, requests shall be made within three days of the actual travel date and will be approved by the COR by email.

The Government will not approve local travel less than 50 miles. The A&AS contractor may be required to travel using commercial air, government air and other conventional modes. Travel arrangements will be based on individual tasks, and the cost of travel will be directly reimbursed from task funding.

Travel is required within the Contiguous United States (CONUS) and Outside the Contiguous United States (OCONUS) locations to support the requirements identified in this TO. OCONUS travel that may be required shall be in adherence with the associated Status of Forces Agreement (SOFA) such as, Niscemi Italy and Geraldton, Australia.

Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234, Federal Civilian Employees and A&AS contract Travel Expense Act of 1985 and FAR 31.205-46 Travel Costs and the following Travel Regulations:

TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

5.4 Material

It is anticipated that Other Direct Costs (ODCs) will consist mainly of travel and incidental material costs. All materials require CO or COR approval prior to purchase or an order. Incidental materials shall consist of relatively small dollar value necessary to meet the requirements stated in the PWS. Incidental materials may include but not limited to office supplies, office materials, and potential for software licenses (examples of

licenses may include but not limited to Microsoft Office products, Adobe products, etc.).

5.5 Other Direct Costs (ODC)

The A&AS contractor shall be required to purchase items (ODCs) such as teleconferencing lines and software licenses to execute the contract requirements. The A&AS contractor shall make the necessary purchases to ensure successful performance as described in this PWS. The A&AS contractor shall identify any ODCs/travel needs and provide a detailed list with prices and total costs to the COR. All travel/ODCs must be pre-approved by the COR in writing. When travel/ODCs purchase funds are available and approved, the contractor shall be directed to purchase the travel costs/ODCs. Specific travel/ODCs requirements for new projects are not known at this time.

6.0 DELIVERABLES

The A&AS contractor shall provide deliverables by the due date. Deliverables include but are not limited to: qualified personnel, Contract Data Requirements List (CDRL) requirements, vouchers, research and development analysis, studies and actionable recommendations. The A&AS contract shall submit data in accordance with the CDRL which includes the following:

| CDRL | Data Item Number | Title and Subtitle | Frequency | Potential for classified information |
|------|---|---|-----------------|--------------------------------------|
| A001 | DI-MGMT-81928 | Monthly Status Report | Monthly | No |
| A002 | DI-MISC-81943 | Trip/Travel Report | Prior to Travel | No |
| A003 | DI-MISC-80508B | Technical Report – Study/Services | AS REQ* | Yes |
| A004 | DI-ADMN-81249 B, DI-ADMN-81373, DI-ADMN-81250 B, DI-ADMN-81308 A | Conference Agendas/Presentation Materials/Minutes/Reports | AS REQ* | Yes |

Notes:

*Deliverables may contain classified information

[With regard to the task order's Attachment 05, the Workload Deliverable Table, further information will be provided during contract administration on the annual submission of this document to track hours to tasks. In general for this table, the contractor shall provide corresponding start/end dates for tasks, PWS actions being performed at a given location, the accountable individual(s) responsible for performance, location of performance, and evidence of the location's compliance with the security requirements of this task order.]

6.1 Business Relations

The A&AS contractor shall furnish all management, labor, tools, supplies and materials (except as provided by the Government) necessary to perform the requirements contained herein, and the A&AS contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The A&AS contractor shall respond to Government requests for contractual actions in a timely fashion. The A&AS contractor shall have a single point of contact between the Government and A&AS contractor personnel assigned to support this TO. The A&AS contractor shall assign work effort

and maintain proper and accurate timekeeping records of personnel assigned to work on the requirement.

6.2 Monthly Status Report (A001)

The A&AS contractor shall facilitate a monthly review and status report of the A&AS contractor performance schedule and key metrics. The A&AS contractor shall include a summary of the current financial billing profile and include any projected shortfalls or under-runs. The report shall include the following information: progress this period, significant accomplishments, significant issues and risks, workload metrics, planned travel and actual and anticipated travel, personnel changes (if required), schedule status, recommendations, and corrective actions. The A&AS contractor shall submit the monthly status report to the COR and Government Lead no later than the 15th of the month. The Government may cancel this TO for cause should the A&AS Contractor not meet contractual conditions and requirements. The A&AS contractor's Program Manager shall conduct monthly reviews with the CO, COR or Government Lead. The agenda, date and location of the monthly review will be mutually agreed to by the Government Lead and A&AS contractor.

6.3 Cost Control (A001)

The A&A contractor shall demonstrate effectiveness in forecasting, managing and controlling contract costs. The A&AS contractor shall provide total accountability, accuracy, disclosure, control, estimating and overall management of all cost-based activities, including monthly status reports, man hour and expenditure report, trip reports, invoices, proposals and limitation of funds.

6.4 Enterprise Contractor Manpower Reporting Application (ECMRA) Reports

Services Contract Reporting (SCR) requirements apply to this contract. The A&AS shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

6.5 Contract Accounting (A001)

The A&AS contractor TO accounting system shall provide traceability of all man-hours and cost reimbursable elements (travel, supplies/materials, and computer/software charges) to individual TO funding citation's Accounting Classification Reference Number (ACRN).

6.6 Trip/Travel Report (A002)

The A&AS contractor shall submit travel requests electronically via email to the COR. The A&AS contract shall adhere to travel guidance as stated in PWS section 5.3.

6.7 Technical Report – Study/Services (A003)

The A&AS contractor shall draft and submit technical reports as requested by the CO, COR, or Government Lead. Technical reports shall include documents such as white papers, analysis reports, graphs, pivot tables, and PowerPoint briefs. The technical reports shall adhere to quality assurance standards as stated in PWS section 7.0.

6.8 Conference Agendas/Presentation Materials/Minutes/Reports (A004)

The A&AS contractor shall draft and submit conference agendas, presentation materials, conference minutes, and conference reports as requested by the COR, or Government Lead. The format of the documents will be at the discretion of the contractor but must supply enough detail for the Government to comprehend. The agendas, presentations, minutes, and reports shall adhere to quality assurance standards as stated in PWS section 7.0.

7.0 QUALITY ASSURANCE

7.1 Quality Control

The Contractor shall develop, implement, and maintain a comprehensive inspection system that assures compliance with all requirements of this task order IAW FAR part 46, Quality Assurance. The Contractor's performance during the life of the task order shall be monitored by the Government in accordance with the task order Quality Assurance Surveillance Plan (QASP).

The Government intends to utilize a QASP to monitor the quality of the A&AS contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required Past Performance Information Assessments. A draft QASP will be provided by the Government and will be revised following contract award. The QASP will be a living document and may be updated by the Government as necessary.

By monitoring the A&AS contractor, the COR, with inputs from the Government Lead, will determine whether the performance levels set forth in the order have been attained. Performance standards are specified in the Performance Requirements Services Summary in PWS section 7.5.

The Contractor shall develop a Quality Control Plan (QCP) that demonstrates how the Contractor shall maintain an inspection system acceptable to the Government covering the services under this task order. The QCP shall demonstrate the Contractor's documented processes and procedures to monitor and control:

- Objectives in the Services Delivery Summary
- Subcontractor Relationships
- Contract and subcontractor invoicing
- Non-Conformances
- Contractor employee qualifications and certifications

Contractor performance is subject to surveillance by the CO and COR to ensure compliance.

7.2 Non-Conformances

The contractor shall identify and control non-conformances through root cause analysis, corrective actions and preventive actions. The contractor shall focus proactive identification and transparency of issues, and on eliminating the cause to prevent recurrences. The contractor shall maintain records of non-conformities and actions taken. The contractor shall correct and provide response to all Government-identified non-conformances in accordance with (IAW) timeframes specified by the CO. The TO identifies two types of non-conformances: minor and major. All records of non-conformance and corrective actions will be documented in [phrase removed], Surveillance Assessment Reports (SAR), Quarterly Surveillance Reports and the Contract Performance Assessment Report (CPAR).

7.3 Minor Non-Conformance

A minor non-conformance is a non-conformance which by itself does not adversely impact the overall EMAT mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. Minor non-conformances are typically low risk, and may be communicated through a Corrective Action Report (CAR) form with the minor box checked or another documented Government communication method.

Minor CARs are normally issued for any identified non-conformances, second notice minor CARs are

normally issued for repeat non-conformances or failing to correct issues within a reasonable amount of time or non-conformances that increase risk to one specific technical element or program. Upon receipt of a minor CAR or another documented Government communication method addressing minor non-conformance, the contractor shall complete applicable sections and return it to the CO or COR, as specified, within the time specified in the notice. A formal corrective action plan is not required for minor CARs. Minor non-conformances shall be documented in order to be used in support of a Quarterly Surveillance Report, Performance Assessment or CPAR rating.

7.4 Major Non-Conformance

A major non-conformance is a non-conformance that adversely impacts (or has the potential to impact) mission, safety of personnel and/or equipment, performance (quality), schedule (delivery), or cost. This type of non-conformance increases risk to the Government and therefore has a risk assessment rating of moderate or high. For example, a CO may find that a situation of increasing risk exists where there are a significant number of recurring minor non-conformances creating an indication of inadequate preventive measures/actions which lowers the Government's confidence that the contractor can provide quality services on time and within cost.

The CO may communicate major non-conformances on a CAR or SAR form with the major box checked. A suspense date for the contractor's corrective action plan will be included as well as a summary of the minor CARs and documented customer complaints, if any, that have preceded this issuance. Major Non-conformances shall be documented in order to be used in support of a quarterly surveillance, performance assessment or CPAR rating. The contractor shall generate a formal corrective action plan for major CARs and other documented Government complaints/concerns that will address at a minimum:

- Action taken to fix the immediate problem
- Root cause analysis of the problem to determine cause
- Corrective action on the cause of the problem
- Actions taken to prevent recurrence

The CO may issue a Cure Notice for any validated unresolved Division level, Directorate-level major non-conformance issues. Additionally the CO will determine if a Cure Notice is appropriate for a validated unresolved major non-conformance issue which negatively impacted a major or high visibility program. Furthermore, any unresolved, validated Division or Directorate-level major non-conformance issues may result in less than satisfactory performance on the contractor's CPAR and past performance ratings.

7.5 Performance Requirements Service Summary

The A&AS contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

| # | REQUIRES SERVICES | PERFORMANCE STANDARDS | ACCEPTABLE LEVEL |
|---|---|--|---|
| 1 | Delivery/Task Order Deliverables | Deliverables are required as stated per CDRL and accurately depicts current status. PWS 6.0 | All deliverables meet CDRL requirements for compliance and on-time delivery |
| 2 | Product or Service Initiatives: Proactive in identifying, recommending, and | Recommendation is affordable, measurable and can be implemented PWS 3.0, 6.0 | At least one (1) product or service, new and innovative tools and processes, business process improvement |

| | | | |
|---|--|--|---|
| | implementing improvement and new ideas, initiatives, and innovations | | initiatives is identified and recommended to the Government for implementation Quarterly |
| 3 | Quality of Product or Service: A&AS contractor assures customer satisfaction | Customer questions must be resolved effectively and efficiently PWS 3.0, 6.0 | No more than one (1) set of corrections required per month for any product provided for a given TO. All corrections submitted within one (1) working day of the negotiated suspense. |
| 4 | Schedule: Services and deliverables are submitted on time | Efficient and effective in meeting requirements in an acceptable timely manner. PWS 3.0, 6.0 | No more than one (1) late deliverable per month. No deliverable late more than four (4) working days |
| 5 | Management of Personnel: Maintain support continuity with no mission impact | Efficient and effective in meeting requirements. Provides quality service and products; Provides valuable recommendations 3.0 | Workforce changes are communicated to the COR within five (5) working days of negotiated date. |
| 6 | Cost Control | Contractor stays within task order price amounts and maintains program budget limitations and burn rate. Travel and ODC invoices must include backup receipts. PWS 6.3 | Task order expenses shall be within awarded task order amounts, monthly status reports shall contain an accurate reflection of all expenses to date and all invoices shall be accurate and contain required supporting documentation. No more than one error per quarter and any issues are remedied within seven calendar days of identification of issue. |
| 7 | Cost Efficiency Initiatives: Proactive in identifying, recommending and implementing cost efficiency initiatives | Efficient and effective in meeting requirements. Provides quality service and products; Provides valuable recommendations. PWS 6.3 | Cost efficiency initiative is identified and recommended to the Government for implementation. |
| 8 | Security Requirements | Comply with contract security requirements. PWS 8.0 | No more than one security violation or Classified Message Incident (CMI) per year. |
| 9 | Contract/Task Order Key Personnel Staffing | Provide qualified personnel in a timely manner. PWS 4.5 | a. New or replacement candidate is to be identified within 15 calendar days from the time the need for new personnel is identified. b. Security information to be submitted to the Government within 5 working days upon hire. c. New or replacement candidate shall be in place within one working day of program clearances being |

| | | | |
|----|--|---|---|
| | | | administered. d. Temporary replacements with appropriate clearances and qualifications are in place within 10 working days of vacancy |
| 10 | Contract/Task Order Key Personnel Security | Personnel possess required security clearances. PWS 4.4 | a. 100% of contractor personnel possess and maintain an active security clearance b. 100% completion of the required annual security training. |
| 11 | Badging Requirements | The contractor shall provide a monthly employee roster showing the status of all Government issued badges and identity cards (CAC, Security, etc) with the date the employee was hired, description of the badge issued, the issue date, employee termination date, and the badge surrender date. PWS 6.2 CDRL A001 | Government badges are returned prior to employee departure/termination, but no later than 30 days of employee departure. |

8.0 SECURITY REQUIREMENTS

8.1 Non-Disclosure Agreements (NDA)

The A&AS contractor is responsible for obtaining all non-disclosure agreements with all applicable Government, corporate, supplier, and sub-tier vendors with proprietary, restricted, competition sensitive, or any other restricted (e.g. non-foreign disclosure due to public law) data that will be used or accessed during the execution of this TO. The A&AS contractor shall provide a copy of each NDA to the CO and COR/Government Lead. The A&AS contractor shall ensure personnel, information, system, property, facility, and international security requirements are met. All A&AS contractor personnel shall be U.S. citizens. The A&AS contractor shall comply with Government Security regulations including, but not limited to, DoD 5200.2-R; DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM); DoD Directive (DoDD) 5205.02E, DoD Operations Security (OPSEC) Program; DoD Manual 5205.02- M, DoD Operations Security (OPSEC) Program Manual; Air Force Instruction (AFI) 31-101, Integrated Defense; and Air Force Base Instruction (AFBI) 31-101, Installation Security. The A&AS contractor shall immediately report any cost savings or cost impacts per NISPOM to the cognizant CO. All classified material will remain under the control of the USSF including disposition of any classified material at the completion of the contract.

8.2 Access

The A&AS contractor shall permit the CO or authorized representative access to all work areas, records, and data used in the performance of the contracted services. The A&AS contractor shall provide support, and not interfere with the CO, CORs, Government Lead, State, Federal and other designated personnel in the performance of their official duties. Access shall be provided as soon as possible, but not exceed one (1) workday after the request.

The Government will provide Common Access Card (CACs) for the performance of this TO. The

contractor PM/ Facility Security Officer shall notify the Government COR and the Government Lead within 2 working days when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the Company shall collect the CAC and turn it over to the Government Lead within 2 working days of the employee's departure. In the case of an employee still retained by the company transferring to another Program/Project within USSF, the company shall notify the COR and the Government Lead within 2 working days so the Government Lead can transfer the Government Lead responsibilities to the new Government Lead vice revoking and issuing a new CAC.

8.3 Information Access

The A&AS contractor shall maintain and store internally generated data, and shall permit Government access to all documentation which is related to this TO. The A&AS contractor shall also provide the Government access to A&AS contractor computer databases and files containing TO generated programs, management tools, and resource utilization cost information.

8.4 Physical Security

The A&AS contractor shall safeguard all Government property and controlled forms provided for A&AS contractor use and adhere to the Government property requirements contained in this TO.

8.5 Industrial Security

The A&AS contractor shall comply with DD Form 254 requirements. The Government will oversee handling and storage of classified information and provide appropriate storage capability for all classified material. The A&AS contractor shall return all classified information to the government upon termination of this TO.

8.6 Security Clearances

A&AS contractor personnel shall have appropriate clearances prior to commencing work on this contract unless otherwise approved in writing by the CO. The A&AS contractor shall also complete visit requests for each individual that will be performing work on a contract in the Defense Security Service (DSS) Joint Personnel Adjudication System (JPAS) prior to performance start unless otherwise approved in writing by the CO. There may also be a requirement that the individual possess a specified security clearance in addition to the requirements listed below. Most clearances will be at the SECRET level, with key positions at TOP SECRET/SCI clearances across the functional areas. Attached Staffing Matrix provides detailed security requirements for specific positions.

8.7 Security Requirements

Access to classified national security information up to TOP SECRET Special Compartmentalized Information (SCI) shall be required under this TO.

8.8 Special Compartmentalized Information (SCI)

A&AS contractor performance at each location involving Sensitive Compartmented Information (SCI) shall be under the exclusive security oversight of the respective Special Security Office at that Government location. The Government shall provide the A&AS contractor with system security classification guidance and instructions as required. Work involving access to or production of classified information shall be performed at USSF facilities in Los Angeles, CA; Colorado Springs, CO and/or San Diego, CA unless otherwise specified in the PWS or DD254. Security requirements are detailed in the DD254.

8.9 Visitor Group Security Agreement

With the assistance of the respective security offices at the Government facilities where work will be performed, the A&AS contractor shall enter an A&AS contractor Visitor Group Security Agreement in

the Joint Personnel Adjudication System (JPAS) between the A&AS contractor and the Armament Directorate. The Agreement shall outline responsibilities in the following areas: A&AS contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of Government resources; DD Forms 254; periodic security inspections; end of day security checks IAW the organizational Visitor Group Security Agreement.

8.10 Trustworthiness Determination

Trustworthy determinations are required for access to unclassified government information technology (IT) systems. A favorable National Agency Check with Written Inquiries (NACI) is required for IT Level III access (see Local Area Network paragraph). The A&AS contractor shall submit personnel security investigative paperwork for trustworthiness determinations IAW Air Force Instruction (AFI) 31-601, Industrial Security Program Management, Paragraph 2.4.

8.11 In/Out Processing

The A&AS contractor shall ensure personnel in-process with the unit security manager/information systems security officer on the first duty day in the government activity and out-process with the unit security manager/information systems security officer no later than the period of performance end date of this TO or no later than the last duty day in the government activity, whichever occurs first. A&AS contractor personnel shall repeat this process with this TO regardless if the employee is employed with the same A&AS contractor or the task performance occurs within the same government activity. Personnel not meeting criteria for a Common Access Card shall follow the local operating base/location procedures.

8.12 Security Training

The A&AS contractor shall ensure Visitor Group personnel participate in the government activity's initial and reoccurring security training IAW AFI 31-401, Information Security Program Management, Chapter 8; AFI 31-601, Industrial Security Program Management, Chapter 3, AFI 10-701, Operations Security, Chapter 5, and the Visitor Group Security Agreement, Training Section.

8.13 Traffic Laws

The A&AS contractor shall ensure employees comply with base traffic regulations.

8.14 Weapons, Firearms and Ammunition

The A&AS contractor personnel shall not possess weapons, firearms, or ammunition, on themselves or within their A&AS contractor-owned vehicle or privately-owned vehicle while on any installation or any office/working location covered under this TO.

8.15 For Official Use Only (FOUO)

The A&AS contractor personnel shall comply with DoD 5400.7-R/Air Force Manual 33-302, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public. See DoD 5200.1-R, Vol 4, Information Security, Program, Appendix 3 for marking, handling, transmitting and safeguarding controlled unclassified information: material.

8.16 Controlled Unclassified Information (CUI)/Controlled Technical Information (CTI)

The A&AS contractor personnel may be required to receive or transmit classified documents. Specific security requirements will be defined in the DD 254. The A&AS contractor shall comply with DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information (CUI), Enclosures 3 & 4, for identification, protection and training requirements of CUI. The A&AS contractor shall be responsible for training their personnel and accomplishment of the out-processing procedures identified in DoDM 5200.01, Volume 4, Enclosure 4. The A&AS contractor shall comply with DoD 5400.7R/Air Force Manual 33302, DoD Freedom of Information Act (FOIA) Program, requirements. Protection of unclassified DoD information not approved for public release on non-DoD Information Systems will be protected IAW DoDI 8582.01, Security of Unclassified DoD Information on non-DoD Information Systems.

8.17 Reporting Requirements

A&AS contractor personnel shall report to an appropriate government authority any information or circumstances which they are aware of that may pose a threat to the security of DoD personnel, A&AS contractor personnel, resources and classified or unclassified defense information. The A&AS contractor shall immediately notify the Government Security Office and CO of any potential or actual security incident or violation including potential or actual unauthorized disclosure or compromise of classified and/or controlled information.

8.18 Controlled/Restricted Areas

The Government will implement local base procedures for entry to USSF/USN/USA controlled or restricted areas where A&AS contractor personnel shall work/attend meetings. The Government will complete an AF Form 2586, Unescorted Entry Authorization Certificate, completed and signed by the sponsoring agency's Security Manager, before a Restricted Area Badge will be issued. A&AS contractor employees shall have a favorably completed National Agency Check plus written Inquiries (NACI) investigation before receiving a Restricted Area Badge. Interim access may be granted IAW AFI 31-501, Personnel Security Program Management. A&AS contractor personnel must have appropriate clearances at the TO start date.

8.19 Restricted/Formerly Restricted Data

The A&AS contractor shall obtain a final U.S. Government clearance at the appropriate level before obtaining access to RESTRICTED DATA and FORMERLY RESTRICTED DATA.

8.20 Classified Visits

The A&AS contractor shall process all classified visit requests via the Joint Personnel Adjudication System (JPAS) in support of tasks within DoD. Classified visits outside DoD will require Visit Authorization Letters (VALs) IAW the National Industrial Security Program Operating Manual (NISPOM).

8.21 Visit Requests and Working with Classified

When visiting off-base facilities, the A&AS contractor shall possess the required clearances to enter those facilities and shall provide a visit request to the facility via JPAS beforehand. The A&AS contractor shall comply with program security classification guides (SCGs) and shall mark and protect information in accordance with program SCGs. Additionally, the A&AS contractor shall pass down the security requirements to all A&AS subcontractors and team members, as stated in the TO.

8.22 Operations Security (OPSEC)

The purpose of OPSEC is to reduce the vulnerability of USSF missions to adversary collection and exploitation of critical information. Critical Information is defined as information about USSF missions or activities the adversary needs to achieve their goals. The A&AS contractor shall ensure compliance with DoDD 5205.02E, DoD Manual 5205.02-M, and/or other applicable Government security

regulations including procedures to protect classified and/or controlled classified Government projects and/or programs. The A&AS contractor shall ensure A&AS contractor personnel who perform work on LA AFB, San Diego, CA, Peterson AFB or another Government facility comply with the OPSEC procedures of the facility. The A&AS contractor shall implement security requirements as listed in the unit's OPSEC Plan, which will be provided as Government Furnished Information (GFI).

9.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION (GFE/GFI)

The only equipment furnished by the Government will be Common Access Cards and Restricted Area Badges. The Government will not be held liable for damages to the contractor's personal or real property. All equipment must be authorized by the Government for use. Work products will be transmitted in a secure manner approved by the CO. Controlled Unclassified Information (CUI) and sensitive non-classified data may be taken to alternative worksites if necessary precautions are taken to protect the data, in accordance with DoD regulations.

The Government will not be held liable for damages to the A&AS contractor's personal or real property. All equipment must be authorized by the Government for use. Work products will be transmitted in a secure manner approved by the CO. The A&AS contractor shall use SSC approved knowledge management tools IAW DoD, Air Force, Air Force Space Command, and SSC information technology instructions, regulations, policies, and procedures, including AFI 33-129.

9.1 Utilities

All utilities in the facility will be available for the A&AS contractor's use in performance of duties outlined in this PWS. The A&AS contractor shall be responsible for operating under conditions that preclude the waste of utilities.

9.2 Facilities

The A&AS contractor shall be permitted to work at the Government site if there is a need and upon availability. If the A&AS contractor is permitted to work at the Government site, the Government will furnish the majority of the necessary workspace for the A&AS contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment upon availability. The Government will provide access to facilities, office space, supplies and services, to include workstations, computers and phones. Access will be granted to classified and unclassified military local area network (LAN) services, classified military local area network services, LAN support, telephones, and reproduction facilities. If the A&AS contractor works off-site or at a contractor location, then the contractor is responsible for supplying necessary items to provide the support outlined in this PWS.

9.3 Protection from Loss

The A&AS contractor shall assume responsibility for all Government Furnished Equipment/Property in their possession. Government-issued badges, identification cards, passes, and vehicle registration media are accountable forms and, as such, are U.S. Government property to be accounted for, protected, and returned to the Government. This responsibility shall extend to any A&AS subcontractors. Government furnished equipment/property must be reasonably protected from loss, theft, or unauthorized use. The A&AS contractor shall be responsible for understanding security obligations and shall assist in the formulation of adequate procedures for the safeguarding of classified defense and other protected information that is under the A&AS contractor's control. Procedures must also be developed for the normal and emergency protection of Government equipment and facilities under the A&AS contractor's control.

10.0 UNIQUE REQUIREMENTS

10.1 Program Management Office (PMO)

The USSF office responsible for managing the technical aspects of the contract is SSC/PIC at Los Angeles Air Force Base, California. Only the Contracting Officer may authorize changes to the contract.

10.2 Performance of Services during Crisis Declared by the National Command

Authority or Overseas Combatant Commander According to DoDI 3020.37, Continuation of Essential DoD A&AS contractor Services During Crises, and the Air Force implementation thereof, unless otherwise directed by an authorized Government representative, it is determined that services under this PWS are not essential to be performed during a crisis.

10.3 Parking

A&AS contractor personnel are not guaranteed to be able to park at NAVWAR, Old Town San Diego Campus proper or at LAAFB. The A&AS contractor must comply with all parking and driving regulations at the government facilities/operating locations.

10.4 Dress and Appearance

A&AS contractor personnel shall present a clean, neat and professional appearance at all times and be easily recognized as contract employees. This may be accomplished by wearing an A&AS contractor provided badge depicting company name, employee's name, and title. Each employee shall wear the badge on the outer clothing on the front of the body between the neck and waist so the badge is visible at all times. No item of military clothing shall be worn as an outer garment.

10.5 Employment of Government Employees

The A&AS contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest, or the appearance of a conflict of interest, nor shall the A&AS contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives proper approval. The A&AS contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military reservists and National Guard members may be subject to recall to active duty. Their absence at any time shall not constitute an excuse for non-performance under this contract. The A&AS contractor is prohibited from employing off-duty COR who are managing any contracts or subcontracts awarded to the A&AS contractor.

10.6 Communication Security (COMSEC)

All DoD communications are subject to COMSEC review. Use of DoD telephones and telephone systems constitutes consent to COMSEC monitoring. The A&AS contractor shall comply with the COMSEC procedures and rules associated with the place of performance. For copies of these documents please contact the Government Lead.

10.7 Refuse Collection

Waste generated by the A&AS contractor in performance of the services specified with this PWS shall be deposited in government dumpsters, excluding hazardous materials in which proper disposal instructions shall be complied with. The A&AS contractor shall comply with base recycling regulations.

10.8 Emergency Medical Service

Emergency medical treatment and emergency patient transportation service is only available through the local community.

10.9 RESERVED

10.10 Government Security Instructions

The Government official designated as having security supervision over all security aspects of this contract, under the provisions of the Industrial Security Manual, is the SSC Director of Security. Any other security requirement not specifically defined in this contract or the Industrial Security Manual shall be provided by the SSC Director of Security by written instructions to the A&AS contractor via a A&AS contractor Visitor Group Security Agreement in accordance with paragraph 1- 108e, DoD Directive 5220.22R.

10.11 HAZMAT

The A&AS contractor shall comply with base Hazardous Material (HAZMAT) regulations for all issues of hazardous material, and ensure storage procedures meet all federal, state, and local requirements.

The A&AS contractor shall provide the Base Hazardous Material Pharmacy, through the COR, a list of all hazardous materials the A&AS contractor intends to bring onto Government property and shall provide a Material Safety Data Sheet (MSDS) for each Hazardous Chemical listed in OSHA Hazard Communication Standard 29 CFR 1910.1200 in accordance with the operational location's Hazardous Material Management.

10.12 Cost Savings/Impact

The A&AS contractor shall immediately report any cost savings or cost impacts per the National Industrial Security Program Operating Manual (NISPOM) to the COR. All classified material shall remain under the control of the USSF including disposition of any classified material at the completion of this TO.

11.0 LIST OF ACRONYMS

A&AS Advisory & Assistance Service
ACO Administrative Contracting Officer
ACRN Accounting Classification Reference Number
AOA Analysis of Alternatives
A&A Assessment and Authorization
ATC Authority to Connect
ATO Authority to Operate
APB Acquisition Program Baseline
CCB Configuration Control Board
C/SRM Cost/Schedule Reference Model
CDRL Contract Data Requirements Listing
CDSA Crossed Domain Solution Authorization
CFSR Contract Funds Status Report
CO Contracting Officer
COI Conflict of Interest
COMSEC Communication Security
COR Contracting Officer's Representative
CPR Contract Performance Report
CRM Comment Resolution Matrix
CTI Controlled Technical Information
CUI Controlled Unclassified Information
DCMA Defense Contract Management Agency
DCS Direct Commercial Sales
DoD Department of Defense
E2E End to End
EOL End of Life

FAR Federal Acquisition Regulation
FFRDC Federally Funded Research and Development Center
FMS Foreign Military Sales
FOIA Freedom of Information Act
GFI Government Furnished Information
HAZMAT Hazardous Materials
IATC Interim Authority to Connect
IATT Interim Authority to Test
IAW In Accordance With
IPM Integrated Program Management
IMP Integration and Interoperability Plan
IMS Integrated Master Schedule
IPT Integrated Product Team
IRB Independent Review Board
LAN Local Area Network
MAR Monthly Acquisition Report
MDAP Major Defense Acquisition Program
MERs Mid-year Executive Reviews
MIPR Military Interdepartmental Purchase Request
MOCAS Mechanization of Contract Administration Services
MUOS Mobile User Objective System
NBSC Narrowband Satellite Communications
NDA Non-Disclosure Agreement
OMB Office of Management & Budget
OSD Office of the Secretary of Defense
CO Procurement Contracting Officer
PEO Program Executive Officer
PMR Program Management Review
PM Program Manager
PMO Program Management Office
PPBE Planning, Programming, Budget and Execution
PWS Performance Work Statement
QASP Quality Assurance Surveillance Plan
QSR Quarterly S Report
RFP Request for Proposal
RMB Risk Management Board
SAMM Security Assistance Management Manual
SAMR Security Assistance Manpower Requirements System
SAR Selected Acquisition Report
SCG Security Classification Guide
SE Systems Engineering
SEMP Systems Engineering Management Plan
SLE Service Life Extension
SSC Space and Missile Center
SME Subject Matter Expert
S&T Science and Technology
TEMP Test and Evaluation Management Plan.
TIM Technical Interchange Meeting
TO Task Order
TOMP Task Order Management Plan
USSF United States Space Force

12.0 COMPLIANCE DOCUMENTS

The A&AS contractor shall comply with most recent guidance provided throughout the period of performance. This list shows the most frequently used guidance. It does not represent all DoD or Air Force applicable guidance.

- o Federal Acquisition Regulation (FAR)
- o Defense Acquisition Guidebook
- o Department of Defense Federal Acquisition Regulation Supplement (DFARS)
- o Air Force Federal Acquisition Regulation Supplement (AFFARS)
- o DoDI 5000.02, Operation of the Defense Acquisition System
- o Defense Travel Administrator's Manual
- o Office of Management and Budget (OMB), Circular A-11, Part 7, Planning, Budgeting, Acquisition, and Management of Capital Assets
- o Office of Management and Budget (OMB,) Circular A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs
- o DFAS-DE 7220.4-I, Tri-annual Review Program
- o DoD Financial Management Regulation 7000.14-R
- o DoD 5000.73-1, Cost and Software Data Reporting (CSDR) Manual
- o DoD Integrated Master Plan and Integrated Master Schedule Preparation and Use Guide
- o DTM 09-027, Implementation of the Weapon System Acquisition Reform Act of 2009
- o MIL-HDBK-61A, Configuration Management Guidance
- o MIL-STD-881D, Work Breakdown Structures for Defense Materiel Items
- o AFPD 36-28, Awards and Decorations Programs
- o AFI 23-111, Management of Government Property in Possession of the Air Force
- o AFI 33-112, Information Technology Hardware Asset Management
- o AFI 33-115, Air Force Information Technology (It) Service Management
- o AFI 33-322, Records Management Program
- o AFI 33-360, Publications and Forms Management, AFSPC Supplement
- o AFI 36-2401, Military Performance Appraisal
- o AFI 36-2406, Officer and Enlisted Evaluation Systems
- o AFI 63-101/20 -101, Integrated Life Cycle Management
- o AFI 63-138 Acquisition of Services
- o AFI 25-201 INTRA-SERVICE, INTRA-AGENCY, AND INTER-AGENCY SUPPORT AGREEMENTS PROCEDURES
- o AFI 99-103 Capability Based Test and Evaluation
- o AFI 63-145, Manufacturing and Quality Management
- o AFI 65-506, Economic Analysis
- o AFI 65-508, Cost Analysis Guidance and Procedures
- o AFI 65-509, Business Case Analysis
- o AFI 65-502, Inflation
- o AFI 65-503, US Air Force Cost and Planning Factors
- o AFI 65-601, Vol 1: Budget Guidance and Procedures, Vol 2: Budget Management for Operations, and Vol 3: The Air Force Budget Corporate Process
- o AFI 65-608, Anti-Deficiency Act Violations
- o AFI 90-201 AFSPCSUP, Inspector General Activities
- o AFMAN 23-110, USAF Supply Manual
- o AFMAN 37-104, Managing Information to Support the Air Force Mission
- o AFPD 65-5, Cost and Economics

- o AFSPCI 65-601, Budget Guidance and Procedures within AFSPC
- o SSCI 65-102, Unfunded Priority Process
- o SSC-S-019, Rev A, Program and SubA&AS contractor Management
- o SSC/(SPO-FMC EQUIVALENT)R, SSC Cost and Technical Data Sheets
- o EIA Standard 649, National Consensus Standard for Configuration Management
- o SSC/(SPO-FMC EQUIVALENT), SSC Should-Cost (SC) Estimating Process Guide
- o CSDR/EVM Co-Plan (DD 2794) Instructions and RDT Instructions
- o AFH 33-337, The Tongue and Quill
- o AFMAN 33-326, Preparing Official Communications
- o AFMAN 33-363, Management of Records
- o AFMAN 63-122 Depot Source of Re[air Planning and Activation
- o AFMAN 65-506, Economic Analysis
- o AFMAN 65-510, Business Case Analysis Procedures
- o Air Force Acquisition Excellence and Change Office (AECO) IBR Process
- o Air Force AECO IBR Workbook Guide
- o Air Force Cost Risk and Uncertainty Analysis Handbook
- o Air Force Risk Identification Integration and Ilities (RI3) Guidebook
- o DCMA EVMS Standard Surveillance Operating Manual
- o GAO Cost Estimating & Assessment Guide
- o GAO Scheduling Assessment Guide
- o Planning & Scheduling Excellence Guide (PASEG)
- o SSCI 32-102, Space Allocation Procedures
- o SSCI 63-102, Space Acquisition Board Process
- o SSCI 63-107, Earned Value Management (EVM)
- o SSCI 65-103, Comprehensive Cost and Requirement System Instruction
- o SSC EVM Toolkit Guide
- o SSC/(SPO-FMC EQUIVALENT) Sufficiency Review Checklist
- o SSC/(SPO-FMC EQUIVALENT)R, Methodology Development Activities and Planned Methodologies
- o SSC/(SPO-FMC EQUIVALENT)R, USCM Database Data Model
- o SSC/R, USCM9 Development Handbook
- o Specification for the SSC Cost/Schedule Reference Model (C/SRM)
- o Monthly Acquisition Report Guidance in MAR Guidebook
- o Over Target Baseline (OTB) and Over Target Schedule (OTS) Handbook
- o American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard 748
- o National Defense Industrial Association (NDIA) Industrial Committee for Program Management, Planning & Scheduling Excellence Guide
- o NDIA PMSC, Surveillance Guide
- o ACE-IT Users' Guide
- o The Program Manager's Guide to the Integrated Baseline Review
- o Risk Management Guide for DoD Acquisitions
- o National Space Society Guidance
- o Society of Cost Estimating and Analysis (SCEA) Cost Estimating Body of Knowledge
- o Defense Cost and Resource Center (DCARC) OSD/CAPE Requirements, Operating and Support Cost Estimating Guide
- o Air Force Smart Operations in the 21st Century (AFSO21)
- o Better Buying Power 3.0 (BBP3)
- o Better Buying Power 2.0 (BBP2)
- o Program Execution; Program Management Implementation of Standard WBS to Support Acquisition Program Management
- o Program Execution; Program Management Techniques, Data Collection and Normalization, Section 3

Analytical methods

- o Program Execution; Program Management DOD Integrated Master Plan and Integrated Master Schedule Preparation and Use Guide
- o Program Execution; Program Management SAE EIA 649-1, Configuration Management Requirements for Defense Contracts, and SSC-T-007, Tailoring of EIA 649-1: Definition of Major (Class I) Engineering Change Proposal
- o Program Execution; Program Management SAE AS6500, Manufacturing Management Program
- o Program Execution; Program Management ISO 17666 Space Systems - Risk Management
- o Program Execution; Program Management ANSI/EIA 748-C, EIA Standard 748C, Earned Value Management Systems
- o Program Execution; Systems Engineering IEEE 15288, Systems and Software Engineering- System Life Cycle Processes, and IEEE 15288.1, Application of Systems Engineering on Defense Programs, and SSC-T-006, Specialty Engineering Supplement to IEEE 15288.1, and SSC-T- 005, SSC Risk Management Supplement to IEEE 15288.1
- o Program Execution; Product Assurance SSC-S-003, Quality Space and Launch Requirements Addendum to AS9100C
- o Program Execution; Product Assurance SAE AS9100 Rev. C, Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
- o Program Execution; Program Protection Intelligence Community Directive Number 503 Intelligence Community Information Technology System Security Risk Management, Certification, & Accreditation
- o Program Execution; Program Protection DOD 5220-22M National Industrial Security Program
- o Program Execution; Program Protection DODI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT)
- o Program Execution; Program Protection DODI 5200.39-M, Critical Program Information (CPI) Protection Within DoD
- o Program Execution; Program Protection AFPAM 63-113, Program Protection Planning for Life Cycle Management
- o Program Execution; Program Protection AFRD 63-17 Technology and Acquisition Systems Security Program Protection
- o AFPAM 63-123 Product Support Business Case Analysis
- o AFPAM 63-113 Program Protection Planning for Life Cycle Management
- o Risk, Issue, & Opportunity Management Guide for Defense Acquisition Programs
- o Risk Management in DoD Programs Office of the Deputy Assistant Secretary of Defense for Systems Engineering National Defense Industrial Association (NDIA)
- o Industrial Committee on Program Management (ICPM) Meeting Arlington, VA
- o DoD 5220.22M, National Industrial Security Program Operating Manual
- o DoD 5000.52, Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program
- o USD (AT&L) Policy Memo: Implementation of Will-Cost and Should-Cost Management,
- o Implementation of Standard WBS to Support Acquisition Program Management
- o MIL-HDBK 29612/Parts 1-5, Guidance for Acquisition of Training Data Products and Services
- o MIL-PRF-29612B, Performance Specification Training Data Products
- o AFI 10-201 AFSPCSUP, Status of Resources and Training System
- o AFI 36-102, Basic Authority and Responsibility for Civilian Personnel Management and Administration
- o AFI 36-114, Guide to Personnel Recordkeeping
- o AFI 36-401, Employee Training and Development
- o AFI 36-502, Managing Civilian Personnel Resources
- o AFI 36-815, Absence and Leave
- o AFI 36-1001, Managing the Civilian Performance Program
- o AFI 36-1004, The Air Force Civilian Recognition Program

o AFI 65-116, Air Force Purchases using MIPRs